



Administration for Children and Families

Office of Child Support Enforcement

Partnership with Child Support Services to Develop Workforce Strategies and Economic Sustainability

HHS-2011-ACF-OCSE-FD-0152

Application Due Date: 06/27/2011

Partnership with Child Support Services to Develop Workforce Strategies and Economic Sustainability

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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Child Support Enforcement
Funding Opportunity Title: Partnership with Child Support Services to Develop Workforce Strategies and Economic Sustainability
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-OCSE-FD-0152
CFDA Number: 93.564
Due Date for Applications: **06/27/2011**

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), invites applications from State Title IV-D agencies for Fiscal Year (FY) 2011 funding of demonstration activities to add to the knowledge and to promote the objectives of the Child Support Enforcement program under Section 1115 and Title IV-D of the Social Security Act. Only State IV-D agencies or the umbrella agency of which they are a part are eligible to apply for these grants.

Section 1115 grant funds awarded to each project will represent 34 percent of the total project costs. The grant funds will be treated as State expenditures under Title IV-D that, for purposes of the demonstration project, will be reimbursed by the regular Title IV-D Federal Financial Participation (FFP) match of 66 percent. The total approved cost of the project is the sum of the ACF grant award under Section 1115 and regular FFP.

Awards made under this announcement do not include the five percent matching requirement that had been required for ACF, OCSE Section 1115 grants in prior years. Applicants awarded grants under prior year's announcements that included the five percent matching requirement must continue to abide by the terms of those awards.

I. Funding Opportunity Description

Statutory Authority

Section 1115 of the Social Security Act (the Act) authorizes funds for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV. The projects:

"...must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program;"

"...may not permit modifications in the child support program which would have the effect of disadvantaging children in need of support;" and

"...must not result in increased costs to the Federal Government under Part A of such title."

Description

Funding Opportunity Summary

This funding opportunity is offered to support collaborations between IV-D agencies and any or all of the following: the State Temporary Assistance to Needy Families (TANF) program, workforce development program, community-based service providers, and employers.

Practices may be statewide or may be limited to counties, preferably those that have larger shares of the applicant State's caseload.

Proposals must address improvements expected for both CSE and partner programs and how client results will be measured by the project.

A. Background

The current economic downturn has highlighted the ongoing, fragile financial reality for many families in the U.S. who struggle daily to make ends meet. For many custodial parents and their children, the consistent receipt of child support payments can be the difference between poverty and economic stability. Among poor custodial families in 2007, child support made up 40 percent of family income.

A sizable group of poor noncustodial parents, however, have little or no connection to the formal labor market which negatively impacts their ability to financially support their children. The current economic downturn has disproportionately impacted job loss among low-skilled and entry positions, furthering the negative impact for poor single-parent households who cannot depend on reliable child support.

Prior to the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, States experimented with different strategies to put low-income noncustodial parents to work - with mixed results. We learned from this older generation of employment partnerships by identifying key barriers to improving employment outcomes. Newer child support and employment partnerships have addressed some of these barriers by: integrating communication and strong partnerships between child support, courts and workforce agencies; coordinating but maintaining clear roles for each partner or partners; moving away from referral-only job search services; and developing transitional and subsidized job programs where support services include financial literacy education and sectoral strategy job placement assistance. This funding opportunity will enable State child support agencies to develop new or build on existing workforce-related strategy teams that would plan for a long-term child support/employment partnership targeting noncustodial parents in need of employment assistance. Transitional job programs in particular are seen as promising strategies for disadvantaged groups such as former prisoners and youth.

Through its commitment to successful child support and workforce partnerships, the IV-D program is taking a key policy step toward improving the lives of poor and disadvantaged families. Given the continuing high rates of unemployment, it is imperative that State child support programs be a part of the solution to get noncustodial parents employed, increasing the amount and consistency of child support payments, and improving the lives of the families they serve.

B. Purpose

The goal of this strategy grant is to develop plans for evidence-based innovative State approaches to child support services and workforce development partnerships that involve: (1) coordinated but separate roles for each partner or partners; (2) shifting away from referral-only job search services to transitional and subsidized jobs, support services, job placement and job advancement assistance; and (3) State-specific data analyses.

Funding available through this announcement is intended to support new child support, workforce, or court-based partnerships and/or to build upon existing partnerships. While States have the support of OCSE to include these organizations in your partnerships, they may not be the only partners. Because the emphasis is on breaking through programmatic silos while also encouraging partners to maintain distinct roles that target each partner's core competencies, applicants should propose strategy teams to be developed under this grant. Please consider the unique role that each partner can play. Child support

programs can address issues of recruitment and retention; workforce partners can provide comprehensive employment strategies that include support services (preferably including financial literacy education), job placement, retention and job advancement assistance, and a strong emphasis on transitional and subsidized job program models. Courts can assist with the message of program compliance and consequence. Other potential team members may include: employers; community colleges; responsible fatherhood and other neighborhood and faith-based service providers.

Under the strategy grant, the team would analyze available data to determine the scope of need in their State and use this analysis to develop a collaborative statewide strategic plan integrating child support and the States' overall plans to address economic stability strategies. Limited data collection may also be undertaken. To the extent possible, analyses should address the following: Recruitment and retention - will program participation contain a court-ordered element? Will workforce program staff be co-located in IV-D courts? Consequences - if participation is not mandated, for example through a court order, how will consequences for non-participation be addressed? Communication - how will the child support agency, workforce system, employers (in transitional and subsidized employment sites) and courts (in sites with mandatory participation requirements) report on progress? Results - how will findings related to child support collections, employment, and retention be measured?

The design shall be developed collaboratively by all team members, and lay out each partner's role in a fully integrated State plan. It shall include methods for identifying and addressing cutting edge issues that the team will need to deal with in the near future. Where a proposed activity would treat families in the IV-D system differently from those not in IV-D, a strong justification should be provided. Plans and methodology for rigorous implementation and outcome evaluation of future planned strategies should be included in the strategic plan; experimental or quasi-experimental designs are preferred, whenever possible. However, the strategy grant itself need not employ these kinds of evaluation methods nor undertake full-scale implementation efforts.

It is important to note that while this grant focuses on strategy-building activities, they are appropriate for States that have already developed a collaborative approach to workforce development activities, as well as those with less experience, to strategize about how best to adapt to the new economic landscape.

Existing State partnerships should understand that grant proposals that do not include a transitional jobs program component will be at a disadvantage for funding consideration. Some applicants may need to focus primarily on the initial stages of developing a team, analyzing data, and building internal capacity to work across agency/organization boundaries while other applicants, who currently use a team-based approach and regularly analyze child support and employment outcomes data in their State, may use these grants to rigorously assess existing practices and implement transitional jobs program models in order to refine and update their strategic plan.

To increase the effectiveness of strategy grant activities and give IV-D agencies an opportunity to be full partners in the national dialogue on economic stability strategies, such as transitional jobs program models and sectoral strategy career development, grantees will be required to budget grant funds for one trip to Washington, D.C., to meet with other grantee teams, share their data analysis and strategic plans, and interact with national experts. OCSE expects that some grantees will be able to provide leadership and advice to other grantees, depending on each State's level of experience. A summit will provide grantees the opportunity to learn from each other, as well as how to understand how national-level economic recovery strategies may impact State-level economic recovery strategies. Grantees should use their discretion to propose which team members should attend; it is anticipated that *at least* two grantee team members will be representatives.

Waiver Requirements

The applicant may need to request a waiver of certain provisions of the Act. Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a State plan requirement in Section 454 and

Section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable State expenditures for purposes of the demonstration project. Here are examples of activities funded under waivers approved in previous demonstration grants:

- Mediation, parent education seminars, and parenting plan development.
- Intensive case management to include individualized case plans for employment, housing, transportation, health, and parenthood needs.
- Wrap-around services, including G.E.D., legal services, domestic violence and mental health services, and specialized early childhood play/learn and grow groups.
- Transportation costs.

Because a large part of this grant is funded through federal financial participation (FFP), OCSE will not approve waivers which will significantly increase program costs where such services may be provided from existing sources.

A request to waive statewideness and other State plan requirements which facilitate the conduct of the project or enable the State to accomplish the purposes of the project may also be needed.

If an applicant believes a waiver is not needed to conduct the project, the statement "no waiver is requested" must be included in the first narrative section of the application.

Pre-Application Conference Call

OCSE will sponsor a pre-application conference call for parties interested in applying for a Section 1115 grant. The purpose of the conference call is to respond to frequently asked questions about funding opportunity announcements (FOAs). This call will be held approximately seven calendar days after the publication date of this announcement.

OCSE will notify all State IV-D agencies about the call through the OCSE IV-D director listserv and by posting call information on the OCSE Web site at <http://www.acf.hhs.gov/programs/cse/grants/>.

Through the IV-D director listserv, OCSE will notify potential State applicants after the date of the call that a recording of the call will be available through a toll-free 800 number. The recording will be available until the closing date of the FOAs. In the same email message, OCSE will also notify potential State applicants that a transcript of the call will be posted at <http://www.acf.hhs.gov/programs/cse/grants/>; the transcript will be available until the closing date of the FOA.

Other Considerations

1. OCSE is interested in funding projects that ultimately can be implemented statewide and replicated in other States. Applicants should, to the extent possible, identify how their project can, if successful: (a) be sustained when grant funding ends and (b) benefit other IV-D agencies.
2. Faith-based and community/neighborhood organizations may serve as partners to the State agency that is awarded a grant under this announcement. The State agency and its faith-based community partners must comply with Federal "Equal Treatment" regulations at 45 CFR Part 87. Go to *Section VI.2 Administrative and National Policy* for links to 45 CFR Part 87, "Equal Treatment for Faith-Based Organizations." Some of the ways organizations may accomplish this include, but are not limited to, promoting only the Federally funded program in materials, Web sites, services, or commercials purchased with any portion of the Federal funds.
3. Evaluations may not be conducted by the IV-D applicant agency. Where possible, the organization conducting the evaluation should be involved in the design of the program to be implemented and assessed to strengthen the evaluation.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$330,000
Expected Number of Awards:	6
Award Ceiling:	\$55,000 Per Budget Period
Award Floor:	\$35,000 Per Budget Period
Average Projected Award Amount:	\$50,000 Per Budget Period

Length of Project Periods:

12-month project and budget period

OCSE anticipates providing \$55,000 for the 12-month project and budget period.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

This FOA does not require the 5 percent cash/in-kind match that had been required for Section 1115 grants in previous FOAs.

Section 1115 grant funds awarded to each project will represent 34 percent of the total project costs. The grant funds will be treated as State expenditures under Title IV-D that, for purposes of the demonstration project, will be reimbursed by the regular Title IV-D FFP match of 66 percent. The total approved cost of the project is the sum of the ACF grant award under Section 1115 and regular FFP.

OCSE is providing for a maximum of \$55,000 in grant award funds to each grantee for the 12-month budget period. States may use these funds as if they were State match and draw down additional FFP at the standard 66 percent rate. [Example: \$55,000 (34 percent) plus \$106,765 (66 percent FFP) yields a maximum of \$161,765 for the first year per grantee.]

Applications must include a detailed budget for the 12-month budget period.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D agencies or the umbrella agency of the IV-D program.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](http://Grants.gov) website.

Shirley Decker
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, SW.
4th Floor, West
Washington, DC 20447
Phone: (202) 401-5291
Fax: (202) 401-5681
Email: shirley.decker@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

Content and Form of Application Submission

Applicants must prepare a formal budget on the required forms, as listed in *Section IV.2, Content and Form of Application Submission*, that reflects the grant and FFP amounts.

The Project Description section found later in *Section IV.2* should include specific information so that objective reviewers may be able to judge and evaluate the project's technical approach and planned financial management by using the specific review criteria outlined in *Section V.1* of this announcement.

The length of the application, excluding the table of contents, application forms, letters of support, certifications, and resumes, should be no more than 25 pages double-spaced, using a 12-point font. (The only exception to the double-spaced rule is that the Project Summary/Abstract, which is limited to one page in length, must be single-spaced.) Use page numbers throughout. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding table of contents, required forms, letters of support, certifications and resumes) to determine the total length. Pages that exceed the stated page limitation will be removed from the application and will not be reviewed by the panel.

Third-Party Agreements need not include references to remuneration or work schedules and are not included in the 25-page limit.

Applications submitted electronically via www.Grants.gov must meet the stated content and form standards.

To facilitate the review of applications, applicants should address each requirement in the project description under the appropriate section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed in *Section V.1* of this announcement.

If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.

Guidance in completing the 424-A follows.

Section A - Budget Summary

- Line 1, Column (a): enter "Section 1115 Discretionary Grant Award."
- Line 1, Column (b): enter "93.564."
- Line 1, Column (c)-(d): leave blank.
- Line 1, Column (e): Section 1115 grant amount (34%) for the first budget period. (A budget period is normally one year.)
- Line 1, Column (f): leave blank.
- Line 1, Column (g): repeat amount in Column (e).
- Line 2, Column (a): enter "Child Support Enforcement-Regular Federal Financial Participation" (FFP).
- Line 2, Column (b): enter "93.564."
- Line 2, Column (c)-(d): leave blank.
- Line 2, Column (e): enter Federal title IV-D (66%) matching funds for the first budget period.
- Line 2, Column (f): leave blank.
- Line 2, Column (g): repeat amount in Column (e).
- Lines 3 and 4: leave blank.
- Line 5, Column (e): enter total from Lines 1 and 2, Column (e).
- Line 5, Column (f): leave blank.
- Line 5, Column (g): enter total from Line 5, Column (e).

Section B - Budget Categories

NOTE: Use first budget period amounts only

- Line 6, Column (1): Section 1115 grant amount (34%) for the budget period.
- Line 6, Column (2): Federal title IV-D (66%) matching funds for the budget period.
- Line 6, Columns (3) and (4): leave entire Columns (a-k) blank.
- Lines 6 a-k, Columns (1), (2), and (5): enter appropriate amounts.
- Line 7: Fill in only if there is Program Income and keep this amount separate from totals in line 5 of this form.

Section C - Non-Federal Resources

As needed. There is no requirement for non-Federal grant contributions.

Section D - Forecasted Cash Needs

- Line 13: enter the estimated quarterly Section 1115 discretionary grant (34%) draw-down for the budget period.
- Line 14: enter the estimated quarterly regular FFP (66%) matching fund draw-down for the budget period
- Line 15: enter totals.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Applications should specify the level of improvement expected (for example, the number of noncustodial parents that received assistance with job searches, the number of noncustodial parents that were placed in transitional and/or subsidized jobs, the number of noncustodial parents that received assistance that allowed them to resume meeting their child support obligations and the dollar value of that increase).

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within

the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

The application should describe how the project will address the identified problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve results for the CSE program and the participant families.

Applications should demonstrate a clear idea of the project's goals, objectives, and tasks to be accomplished. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. Since the comprehensive project design is potentially dependent on a variety of partner services, it is essential that the plan also describe the tasks that will be provided by partner agencies/organizations and how these services will be coordinated for applicant oversight. The applicant should include with the application signed letters from all partners describing their role/responsibilities in the project.

All child support staff to be committed to the project (including supervisory and management staff) must be identified by their role in the project along with their qualifications and areas of relevant expertise. In addition, for any technical expertise obtained through a contract, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time. All consultant or contractor personnel costs should be delineated in the budget justification.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Applications should: identify the kinds of data to be collected and maintained; describe procedures for informed consent of participants, if any; discuss the criteria to be used to evaluate the results of the project; and include plans for an outcome evaluation and process/implementation evaluation.

The outcome evaluation should include a comparison of before/and after the project site(s) experience or a comparison of similar sites (control and experimental) to demonstrate the results achieved for the CSE program and families involved.

The process/implementation evaluation plan should be used to determine how well the implementation design was followed as originally proposed (e.g., the selection of participants, the referral process, the coordination of partner services, and the implementation of new/revised procedures) and document the changes needed during implementation to achieve success.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Contact persons and telephone numbers

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure

acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **06/27/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.

- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation and management of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system

requirements/enhancements and associated tasks that are specified in the Social Security Act; or

(b) Cover costs for routine activities that would normally be reimbursed under the CSE Program (e.g., adding staff positions to perform routine CSE tasks), or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Ben Sharp
Grants Management Officer
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447

Hand Delivery

Ben Sharp
Grants Management Officer
Division of Discretionary Grants
Administration for Children and Families
901 D Street, SW.
Aerospace Bldg. (ACF Mailroom, Second Floor--near loading dock)
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points: 25

In reviewing the objectives and need for assistance, reviewers will consider how well the applicant demonstrates: (a) a thorough understanding and analysis of the problem(s) being addressed in the project; (b) how the project will address the problem(s); (c) how the project will improve program results; and (d) how well the expected results are consistent with the goals and objectives of the project as specified in *Section I. Funding Opportunity Description* and *Section IV.2. Project Description*.

Approach

Maximum Points: 35

In reviewing the approach, reviewers will consider the clarity, appropriateness and thoroughness of: (a) the plan, relative to the problem(s) identified under the Criterion *Objectives and Need for Assistance*; (b) the activities and how well they will accomplish goals, objectives, and proposed tasks; (c) the management plan in terms of timelines; (d) the proposed tasks provided by partner agencies/organizations; (e) the experience of staff (child support, contract, etc.) relative to achieving project goals. See *Section IV.2. Project Description* and *Section I Funding Opportunity Description* for more information.

The applicant also should demonstrate that people with the skills needed to operate the project will be employed at the time of award or can be obtained within a reasonable time.

Budget and Budget Justification

Maximum Points: 15

In reviewing the budget, reviewers will consider the reasonableness of costs: (a) in relation to the identified tasks, including the evaluation; (b) relative to the size of the caseload served and the project impacts/results that can be achieved; (c) for the staff required, equipment and facilities that would be leased or purchased; (d) of all agency and other resources (e.g., State, community, or other programs) that will be committed to the project; (e) of consultant or contractor personnel costs; and (f) for one trip to an OCSE conference or training session in Washington, D.C., for two and a half days for up to two people.

The reviewers will consider how well the project sustainability plan approach will ensure the continuance of the project after the Federal grant ends (see *Section IV.2. Project Description* for specifics) and if/how any program income is to be used to support the project while in its demonstration phase.

Grant funds cannot be used for capital improvements or the purchase of land or buildings.

Evaluation

Maximum Points: 25

The applicant should describe the evaluation methodology to be used to determine if the process proposed was implemented, if the needs identified were addressed, and if the benefits expected were achieved.

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how the applicant will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner

consistent with the work plan presented and discuss the effect of the project's various activities that address the project's effectiveness. The application should identify the kinds of data to be collected and maintained, describe procedures for informed consent of participants, where applicable, and discuss the criteria to be used to evaluate the results of the project.

The process/implementation and outcome evaluations must be conducted by an entity independent of the IV-D agency or its umbrella organization. Entities that provide services or manage the project must not perform the evaluation. Independent evaluations are the normal and preferred evaluation arrangement for all projects. An independent evaluation contractor is an entity independent of the executive branch of State government (not including State universities, which may be considered as independent for the purpose of conducting evaluations). Entities that provide services for the grantee under contract are not deemed to be sufficiently independent of the project and must not perform the evaluation.

In reviewing the plan for a process/implementation evaluation, reviewers will award points based on how well the plan: (a) describes the evaluation methodology to be used to determine how the project will be implemented as proposed to accomplish the project goal/objectives; (b) addresses how well the implementation design will have worked (including lessons learned for others who might implement a similar project); (c) describes areas such as the selection of participants, the referral process, the coordination of partnership services, the implementation of new/revised processes, etc; (d) describes the specific results sought and products to be developed; (e) identifies, as appropriate, the kinds of data to be collected and maintained to track outcomes; (f) describes procedures for informed consent of participants, where applicable; and (g) discusses the criteria to be used to evaluate the results of the project.

In reviewing the plan for an outcome evaluation, reviewers will award points based on how well the plan: (a) identifies the methodology to be used (e.g., comparison groups/counties; random selection to treatment and control groups; pre/post comparison groups) and the reason for selecting said method; (b) identifies the CSE program measures and other data to be evaluated (e.g., child support orders established or modified, the amount of current child support collections, the number of cases and the amount of arrearage that is forgiven and/or paid, if allowable; and (c) identifies results that suggest, or point to, results/impacts that might be tested more rigorously in a subsequent project.

Also see *Outcomes Expected* in Section IV.2 *Project Description*.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Other elements of the decision-making process include: the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous Department of Health and Human Services grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbciregulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The ACF-OGM SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a

result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Quarterly

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Shirley Decker

Administration for Children and Families

Office of Child Support Enforcement

Division of State, Tribal and Local Assistance

370 L'Enfant Promenade, SW.

4th Floor, West

Washington, DC 20447

Phone: (202) 401-5291

Fax: (202) 401-5681

Email: shirley.decker@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
Grants Management Officer
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or	If applicable, submission is due prior to award.

attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.

Appendices